



Ministry of
Education, Skills,
Youth & Information

ICO 26-128

CAREER OPPORTUNITY

JOB TITLE :

**QUALITY CONTROL OFFICER (GMG/SEG 1) X3 - VACANT
TESTING, ASSESSMENT AND MATERIAL DEVELOPMENT- NATIONAL COUNCIL ON TECHNICAL AND VOCATIONAL EDUCATION
AND TRAINING (NCTVET)**

Under the general supervision of the Manager, Test Development, the Quality Control Officer is responsible for examining and quality check the assessment products of the Examinations Branch to ensure conformance with established quality specifications, ensure product integrity and that standards are being maintained.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree or NVQ-J Level 5 in disciplines such as: TVET, Testing and Measurement or Education
- OR**
- Bachelor's Degree or NVQ-J Level 5 in any discipline from an accredited institution AND a Post Graduate Qualification in Education
 - At least three (3) years' experience in Education Administration or Teaching

REMUNERATION PACKAGE:

Salary Scale/ Pay Band 7 : \$3,501,526.00 - \$4,709,163.00 per annum





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883 INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, SEPTEMBER 25, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 - 4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



MINISTRY OF EDUCATION & YOUTH
NATIONAL COUNCIL ON TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (NCTVET)
JOB DESCRIPTION AND SPECIFICATION (Proposed)

JOB TITLE:	Quality Control Officer, Test Development
JOB GRADE:	GMG/SEG 1
POST NUMBER:	
SECTION/UNIT:	Testing, Assessment & Material development
REPORTS TO:	Manager, Test Development
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

Strategic Objectives/ Purpose:

Job Purpose:

Under the general supervision of the Manager, Test Development, the Quality Control Officer is responsible for examining and quality check the assessment products of the Examinations Branch to ensure conformance with established quality specifications, ensure product integrity and that standards are being maintained.

Key Outputs:

- Annual Work plan prepared
- Tests for completeness and conformance reviewed;
- Test items revised and corrected;
- Quality assurance policies and procedures implemented;
- Data analyzed;
- Assessment products checked;
- Non-conforming assessment products identified and removed;
- Inspection activities implemented;
- Reports prepared.

Key Responsibility Areas:

Technical/Professional Responsibilities

- Reviews tests for completeness and conformance to quality standards;
- Revises and corrects test items as needed, in preparation for release;
- Implements quality assurance policies and procedures;
- Contributes to the development of quality assurance guidelines and make recommendations for improvement;
- Ensures that final assessment products are in conformance with established standards before release;
- Ensures that current product quality specifications fulfill clients' requirements;
- Collaborates with team manager regarding quality assurance testing requirements, to deal with issues/errors in a timely manner;
- Analyzes data and make recommendations for improvement in the assessment development quality system;
- Completes review form for test editing;
- Plans and edits final tests;
- Make informed recommendations for final products;
- Manages risks, ensuring risk mitigation strategies are in place ;
- Reviews assessment products;
- Provide information and advice in areas related to final assessment products;
- Quality checks assessment products to ensure conformance with quality specifications;
- Identifies and removes non-conforming assessment products;

- Implements inspection activities that detect and resolve product defects relating to final assessment products;
- Prepares reports;
- Participates in developing and reviewing examinations policies and procedure documents;
- Represents the Department at meetings, conferences, and other events;

Other Responsibilities

- Perform other related duties that may from time to time be assigned.

Performance Standards:

- Tests for completeness and conformance reviewed in keeping with ISO standards on a continuous basis;
- Test items revised and corrected on a timely basis;
- Quality assurance policies and procedures implemented within agreed timeframe;
- Data analyzed and recommendations made for improvement in the assessment development quality system in keeping with international standards;
- Assessment products checked in a timely manner;
- Non-conforming assessment products identified and removed in compliance with agreed standards;
- Inspection activities implemented within agreed timeframe;
- Reports prepared are comprehensive, accurate and submitted within agreed timelines and prescribed format.

Contacts

Internal Contacts

Contact (Title)	Purpose of Communication
Manager, Test Development	Receive advice. Provides and gather information
Other Directors, Exam & Material Development	Collaboration, obtain and share information, and provide feedback
Test Development & Test Administration Officers	Matters relating to assessment administration and development
Occupational Development Standard officers	Matters relating to standards development

External

Contact (Title)	Purpose of Communication
Assessors, writers, markers verifiers	Matters relating to guidelines and assessment matters
TVET Stakeholders (Local Regional & International)	Matters relating to policy guidelines, quality assurance, and assessment development

Required Competencies:

Core:

- Good analytical/logical skills;
- Good problem solving and critical thinking skills
- Demonstrate a high level of Integrity and professionalism;
- Strong customer orientation skills;
- Excellent interpersonal & relationship skills;
- Very Good oral and written communication skill;
- Ability to work independently
- Solution oriented
- Good customer focused
- Technical report writing skills

Technical:

- In-depth knowledge of quality systems
- In-depth knowledge of assessment systems
- Proficient in Microsoft office suite

Minimum Required Qualification and Experience

- Bachelor's Degree or NVQ-J Level 5 in disciplines such as: TVET, Testing and Measurement or Education
- OR
- Bachelor's Degree or NVQ-J Level 5 in any discipline from an accredited institution AND a Post Graduate Qualification in Education
 - At least three (3) years' experience in Education Administration or Teaching

Authority To:

- Review tests for completeness and conformance to quality standards ;
- Analyze data and make recommendations for improvement in the assessment development quality system;
- Make critical decisions pertaining to review of assessment products;
- Quality check assessment products to ensure conformance with quality specifications;
- Identify and remove non-conforming assessment products

Special Conditions Associated with the Job

- Normal working conditions
- Frequently required to work long or unusual hours to edit assessment products to meet timeline
- Frequently required to work under pressure, with taxing mental and visual demand to work to review and edit complex technical documents
- Frequently required to work at high pace to meet deadlines and demands
- May be required to work on public holidays/weekends

Validation of Job Description:

This document is validated as an accurate and true description of the job as signified below:

Employee

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Manager/Supervisor

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